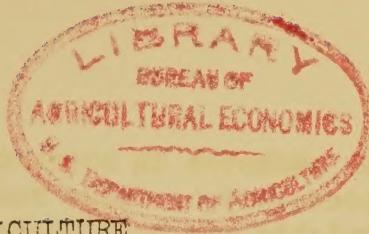


1939 Cotton Marketing Quota Letter No. 11.



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN DIVISION

January 15, 1940

To all Administrative Officers and State Committeemen,
Agricultural Adjustment Administration,
Southern Region:

Item 5 of section 225(e) of Cotton 308 provides with respect to Form 317 that "After all cotton produced on the farm in 1939 has been marketed or March 1, 1940, whichever is earlier, the farm operator shall be requested to examine the entries in column 32.... If the entries appearing in column 32 are correct the figures shall be entered in column 33." Item 1 of section 225(g) requires column 33 to be used in filling out column 40. Item 5 of section 225(e) has been construed by some persons to be in conflict with section 237(c) which requires a final apportionment as soon as possible after all cotton has been harvested in 1939.

It is the position of this Division that item 5 of section 225(e) is not in conflict with section 237(c). This item, together with section 226(a), was intended to provide a minimum requirement rather than to set the time when a final apportionment of the farm marketing quota should be made, that is, if a final apportionment of the quota is not made under section 237(c) as soon as possible after all cotton has been harvested in 1939, the operator must be requested to examine the entries in column 32 after all cotton produced on the farm in 1939 has been marketed or March 1, 1940, whichever is earlier. In other words, section 237(c) permits a final apportionment to be made before all cotton has been marketed or March 1, 1940, whichever is earlier, but item 5 of section 225(e), together with section 226(a), would require the operator to examine the entries in column 32 within 30 days after all cotton has been marketed or March 1, 1940, whichever is earlier. At any time after all cotton has been harvested adjustments may be made in column 32 with the operator or producers and the adjusted entries extended to column 33. A final apportionment of the farm marketing quota may be made at that time regardless of whether all cotton has been marketed.

In computing marketing quotas and in making intermediate and final apportionments of farm marketing quotas, gin weights are used instead of sales weights. However, in a case where a farm account has been established on Form 317 for an underplanted farm either because carryover penalty cotton has been designated to

be marketed in connection with the farm or because it has been found necessary to issue red marketing cards for other reasons, the sale weights may be used to determine the marketing quota and in making a final apportionment among the producers on the farm. This exception to the general rule of computing quotas on the basis of gin weights exists for the reason that the maximum amount of penalty which may be incurred upon the marketing of cotton will be the amount of carryover penalty cotton multiplied by 2 cents. In such cases the final apportionment of the marketing quota may be made as in other cases before the cotton is marketed. If this is done, the gin weights are to be used. However, before the account is closed and refunds are computed, it will be necessary to recompute the producer marketing quotas. This will be done by increasing the entry for each producer in column (33) by the amount by which the sales weights of his share of the cotton produced in 1939 exceeds the gin weights of such cotton. The entries to be made in columns (40) through (47) would then be recomputed so that each producer's share of the quota will not be less than his share (based on sales weights) of the cotton produced in 1939. This should be done even though it might result in one or more producers receiving a producer marketing quota which is less than the previous quota given him. Otherwise, a producer who has no carryover penalty cotton may be required to pay a penalty when as a matter of fairness the only persons who should pay any penalty would be those who have marketed carryover penalty cotton.

In the above type of cases (underplanted farms) the producer who has no carryover penalty cotton ordinarily should not receive a producer marketing quota in excess of the amount of his share of the cotton produced in 1939, plus carryover penalty-free cotton. In following the procedure of making a final apportionment of the farm marketing quota if it appears that the producer marketing quotas of one or more producers who do not have any carryover penalty cotton will exceed the amount of such producers' shares (based on sales weights) of the cotton produced in 1939, the excess should be apportioned among those producers who have carryover penalty cotton. However, if the excess is so small that no material benefit will result to the producers having carryover penalty cotton and no request is made for the apportionment of such excess, no objection will be interposed if such apportionment of the excess is not made.

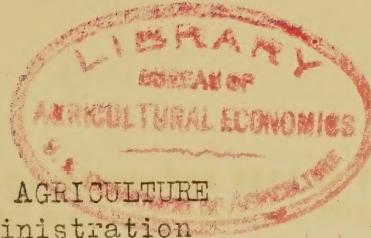
It should be borne in mind that apportionments and reapportionments of farm marketing quotas are ordinarily made on the basis of gin weights and penalties are collected on the basis of marketing weights. The exception made, as explained above, to apply to cases of accounts on underplanted farms should not be extended to other cases.

Very truly yours,

I. W. Duggan

I. W. Duggan,
Director, Southern Division.

1939 Cotton Marketing Quota Letter No. 12



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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

February 13, 1940.

To All Administrative Officers and State Committeemen,
Agricultural Adjustment Administration,
Southern Region:

Re: Final County Summary of Cotton
Production on Forms Cotton 353.

A final summary of cotton production for the entire 1939 crop year on Forms 353 in accordance with section 215 of Cotton 308 - Part II shall be submitted to the State office from each county. This final summary shall be submitted by each county even though no cotton was ginned for farms in the county after the summary of cotton production as of November 30, 1939 was submitted. The county summary of cotton production on Forms 353 through the period ending January 31, 1940, which is referred to in section 215 (d) of the instructions, will not be required.

Time of submitting final summary. The summary on Forms 353 shall be prepared in the county office and submitted to the State office on or before March 15, 1940, except that, if cotton will be ginned in the county or for farms in the county subsequent to March 1, 1940, the summary shall be prepared and submitted within five days after the time for receiving the final reports on Forms 316 and 326. If cotton will be ginned in any county in the State subsequent to March 1, 1940, the county shall notify the State office of the estimated date on which the ginning season will terminate in the county and a list of such counties showing the respective dates on which the ginning season will terminate shall be prepared by the State office and submitted to this Division not later than March 20, 1940.

Conditions precedent. The following duties must be performed in each county prior to the time the final summary on Forms 353 is prepared:

1. All extracts of Forms 316 and 326 must be prepared and forwarded to the counties in which the cotton was produced.

2. The information relating to cotton produced and ginned in the county and shown on extracts received from other counties must be credited to the appropriate farm accounts on Forms 351 and 317 or, if the farm on which it was produced cannot be ascertained, credited to a suspense account. Cotton shall be regarded as produced in the county shown on Forms 316 or 326 received from the ginner even though the farm in that county on which it was shown as being produced cannot be ascertained and that county (the county reported by the ginner) shall credit the cotton to its suspense

account unless and until it is determined that the cotton was produced on a farm located in some other county.

3. The farm operator's report of cotton produced as required by either section 223 (c) or section 226 (a) of the instructions must be on file in the county office and reconciled with the reports received from ginners and county office records. The farm operators' reports for this purpose must be on file in the county office for all farms with the following exceptions: (i) cases where a Form 317 was executed by the county office as provided in section 225 of the instructions and the failure or refusal of the farm operator to file the report will be made the subject of an investigation or other proceedings to enforce compliance; and (ii) cases where a Form 317 was not executed by the county office or requested by it and the county office has an acceptable explanation of the reasons for the inability or failure to obtain the report of the farm operator prescribed in section 223 (c) of the instructions.

4. The amount of cotton shown on farm accounts on Form 351 and 317, plus the amount of cotton placed in a suspense account because it cannot be credited to a particular farm, must agree with the amount of cotton shown on the gin reports and extracts as produced in the county.

Nature of final summary. Each final county summary shall be prepared on Forms 353 and shall show the information by periods as provided in section 215 of Cotton 308 - Part II. Each final county summary shall consist of five reports prepared in triplicate. The reports shall be as follows:

(1) 215(b) - Report. The report known as the 215(b) - Report shall consist of a summary by periods of all cotton reported on Forms 316 and 326 from gins located in the county and shall show information comparable to that on the 215(b) - Report submitted as of November 30, 1939. Part I and Part II of Forms 353 shall be prepared in this connection in the manner outlined in section 215 (b) of Cotton 308 - Part II with the exceptions that the information shown on extracts received from gins located in other counties shall not be included and the legend "215(b) - Report" must be entered in the heading of Forms 353.

(2) 215(c) - Report. The report known as the 215(c) - Report shall consist of a summary by periods of all cotton on extracts of Forms 316 and 326 received from gins located in a particular county and shall show information comparable to that on the 215 (c) - Report submitted as of November 30, 1939. Part I of Forms 353 shall be prepared in this connection as outlined in section 215 (c) of Cotton 308 - Part II with the exception that the legend "215(c) - Report" followed by the name of the county and the State in which the report is prepared shall be entered in the heading of Forms 353. A separate report shall be prepared for each

county from which extracts of Forms 316 and 326 were received.

(3) 215(b) - Supplementary Report. The report known as the 215(b) - Supplementary Report shall consist of a summary by periods of all cotton reported on Forms 326 from gins located in the county and shall show information comparable to that on the 215(b) - Supplementary Report submitted as of November 30, 1939. The report will show exactly the same data from Forms 326 which is included in the 215(b) - Report but shall not include the information on extracts of Forms 326 received from gins located in other counties. The report shall be prepared on Forms 353 as follows:

(a) The legend "215(b) - Supplementary Report" shall be entered above the title of Form 353 which shall be altered to read "County Summary of Forms Cotton 326".

(b) Enter in the space provided for "County" the name of the county and State.

(c) The heading of column (A) of Part I shall be altered to read "Period". In column (A) the periods shall be entered, using the first line for the first period and the succeeding lines for each subsequent period.

(d) In column (B) of Part I enter the sum of the amounts for each period as shown in column (F) or column (G) of Forms 326 for all gins located in the county.

(e) No entry shall be made in columns (C) through (H) of Part I.

(f) The heading of column (A) of Part II shall be altered to read "Period" and a division of Part II shall be executed for each county to which an extract of Form 326 was furnished.

(g) In the spaces provided at the beginning of each division of Part II enter the name of the county and State to which the extracts of Forms 326 were furnished.

(h) In column (A) for each division of Part II enter the periods, using the first line for the first period and the succeeding lines for each subsequent period during which extracts of Forms 326 were furnished to the particular county.

(i) In column (B) of each division of Part II enter the sum of the entries for each period from column (F) or column (G) of Form 326 for all gins in the county for which extracts were furnished to the particular county for which the division of Part II is prepared.

(j) Make no entry in columns (C) through (F) of Part II.

(4) 215(c) - Supplementary Report. The report known as the 215(c) - Supplementary Report shall consist of a summary by periods of all cotton on extracts of Forms 326 received from gins located in other

counties and shall show information comparable to that on the 215(c) - Supplementary Report submitted as of November 30, 1939. A separate report shall be prepared for each county from which extracts of Forms 326 were received and shall show exactly the same data from Forms 326 which is included in the 215(c) - Report for the county. The report shall be prepared on Forms 353 as follows:

- (a) The legend "215(c) - Supplementary Report" followed by the name of the county and State in which the report is prepared shall be entered in the heading above the title which shall be altered to read "Extracts - County Summary of Forms Cotton 326".
 - (b) In the space provided after the word "County" enter the name of the county and State from which the extracts were received.
 - (c) The heading of column (A) of Part I shall be altered to read "Period". In column (A) enter the period covered by each report on extracts of Forms 326 received from the particular county, using the first line for the first period and the succeeding lines for each subsequent period.
 - (d) In column (B) of Part I enter the sum of the amounts for each period as shown in column (F) or column (G) on extracts of Forms 326 for all gins located in the particular county.
 - (e) Make no entry in columns (C) through (H) of Part I and make no entries in Part II.
- (5) C-3 - Report. The report known as the C-3-Report shall consist of a summary by periods of all cotton ginned in the name of the purchaser of seed cotton and reported by the ginner on separate Forms 316 as required by paragraph C.3 of the instructions printed on the reverse side of Form 316. (See also item 17 of section 210 of Cotton 308 - Part II.) The report shall include all cotton of this kind reported by all ginners located in the county. The report shall be prepared on Forms 353 as follows:
- (a) The legend "C-3 - Report" shall be entered above the title of Form 353 which shall be altered to read "County Summary of Forms 316".
 - (b) In the space provided after the word "County", enter the name of the county and State.
 - (c) The heading of column (A) of Part I shall be altered to read "Period". In column (A) the periods shall be entered, using the first line for the first period and the succeeding lines for each subsequent period.
 - (d) In column (B) of Part I enter by periods the total gross weight of such cotton as reported by all gins in the county.

(e) In column (C) of Part I enter by periods the total number of square bales ginned in the name of the purchaser of such cotton as reported by all gins in the county.

(f) In column (D) of Part I enter by periods the total number of round bales ginned in the name of the purchaser of such cotton as reported by all gins in the county.

(g) In column (E) of Part I enter by periods the weight of the bagging and ties for cotton ginned in the name of the purchaser of such cotton as reported by all gins in the county.

(h) In column (F) of Part I enter the result obtained by subtracting the entry in column (E) from the entry in column (B).

(i) Make no entries in columns (G) and (H) of Part I and make no entries in Part II.

Rule for determining the number of bales. In cases where a bale of cotton was produced on a single farm, only one line is required on Form 316 to record the fact and no difficulty should be encountered in counting bales of this kind. In cases where a bale was produced on two or more farms by a single producer or by several producers, a separate line is required on Form 316 for each farm. County offices must follow a uniform system in counting the number of bales of this kind, particularly where the cotton was produced on farms located in different counties. In this connection the following rules shall be observed by each county:

1. In preparing Part I of the 215(b) - Report, each bale reported by the ginner on Form 316 shall be counted as a whole bale without regard to the number of farms on which it was produced or the number of lines on Form 316 required to record the facts concerning the bale.

2. In preparing Parts I and II of the 215(b) - Report, and in preparing the 215(c) - Report, no bales shall be counted for the amount of cotton shown on Forms 326 and no attempt should be made to convert the amount thereof to an equivalent number of bales nor should there be any deduction for bagging and ties in connection with this cotton.

3. In preparing Parts I and II of the 215(b) - Report, and in preparing the 215(c) - Report, no bales shall be counted for the amount of loose lint cotton shown on Forms 316 which was ginned for the producer and not baled. No attempt should be made to convert the amount of such cotton to an equivalent number of bales nor should there be any deduction for bagging and ties in connection with it. It should be added that cotton of this kind does not appear on Forms 326 and therefore will not be included in the 215(b) - Supplementary Report and the 215(c) - Supplementary Report.

4. In preparing Part II of the 215(b) - Report, and in preparing the 215(c) - Report, the whole bales shown on Forms 316 shall be counted as such and the amounts which are only a portion of a bale shall be counted as that fraction of a bale that the weight of the bagging and ties attributed to the portion of the bale (as shown in column I or J of Form 316) is to the total weight of the bagging and ties for the bale. For example, if the total bagging and ties weighs 22 pounds and 16 pounds of the total weight were attributed to the portion of the bale in executing columns I and J of Forms 316, the portion of the bale should be counted as $16/22$ of a bale in determining the total number of bales covered by the extract. In determining the number of bales sent to or received from a particular county for a period, the fractional bales shall be converted into whole bales to the nearest tenth of a bale, as, for example, as follows:

Gin No. 1:	25	$18/22$ bales
Gin No. 2:	15	$3/22$ bales
Gin No. 6:	50	<u>$6/22$ bales</u>
Total:	91	$5/22$ bales = 91.2 bales

5. No bales shall be shown on the 215(b) - Supplementary Report or the 215(c) - Supplementary Report.

Reporting bales wrapped with cotton or sugar bagging. It is not required for the purpose of preparing the county summary of cotton production to list separately the bales of cotton where the bagging is made of cotton and a deduction of 14 pounds for bagging and ties was allowed nor is a separate listing required of the bales of cotton wrapped in sugar bagging for which a deduction of 19 pounds for bagging and ties was allowed. It is permissible, however, and in many cases will be desirable, to list such bales separately on Forms 353. This may be accomplished by dividing either column (C) or (D), or both, of Form 353 and changing the columnar headings to "Square", "Cotton Bagging", "Round", and "Sugar Bagging", as the case may be, and by listing under the appropriate columnar headings the number of bales in each classification. It should be remembered in this connection that bales wrapped with cotton bagging are required to be listed separately in Part II of Form 362 pursuant to section 246(c)4 of Cotton 308 - Part II, Supplement 2.

Balancing records of cross-county ginnings. No county office shall submit to the State office its final summary of cotton production until all county offices, whether located in the State or in another State, with which it exchanged extracts have performed the conditions herein and have prepared their county summaries of cotton production and it is determined by all such counties that each column of Part II of the 215(b) - Report, Part II of the 215(b) - Supplementary Report, the 215(c) - Report, and the 215(c) - Supplementary Report for each county is in exact agreement with the comparable information for the other counties.

For the purpose of determining that the reports are in agreement, each county shall prepare an additional copy of each 215(c) - Report and 215(c) - Supplementary Report and forward them to the county from which the extracts covered therby were received. Each State office shall develop a procedure for determining that these conditions have been complied with precisely. If any county cannot submit its summary within the time limits because of delays caused by a county in another State, irrespective of the Region, this Division shall be so advised.

Reporting seed cotton carried over by producers. In cases where there is on hand on a farm an amount of seed cotton which will not be ginned during the 1939 season and the amount thereof has been verified by an actual inspection of the cotton by a representative of the county committee in connection with ascertaining the correctness of the farm operator's report as to the amount of unmarketed cotton to be shown on Form 317, or as to the amount of cotton produced on a farm for which a Form 317 was not executed, the amount of such cotton shall be reported separately to the State office together with the county summaries on Form 353 as follows:

(1) The report shall not be made on Form 353 but shall be prepared in triplicate on plain bond paper and designated by the name of the county and State and the title "Report of Seed Cotton Carried Over".

(2) The 1939 farm serial numbers shall be listed in numerical order in the first column.

(3) The names of the operators of the farms shall be listed in the second column opposite the farm serial numbers.

(4) The number of pounds of seed cotton shall be listed for each farm in the third column and the total amount therof for all farms shall also be entered.

(5) The estimated amount of lint in the seed cotton shall be listed for each farm in the fourth column and the total amount thereof for all farms shall also be entered.

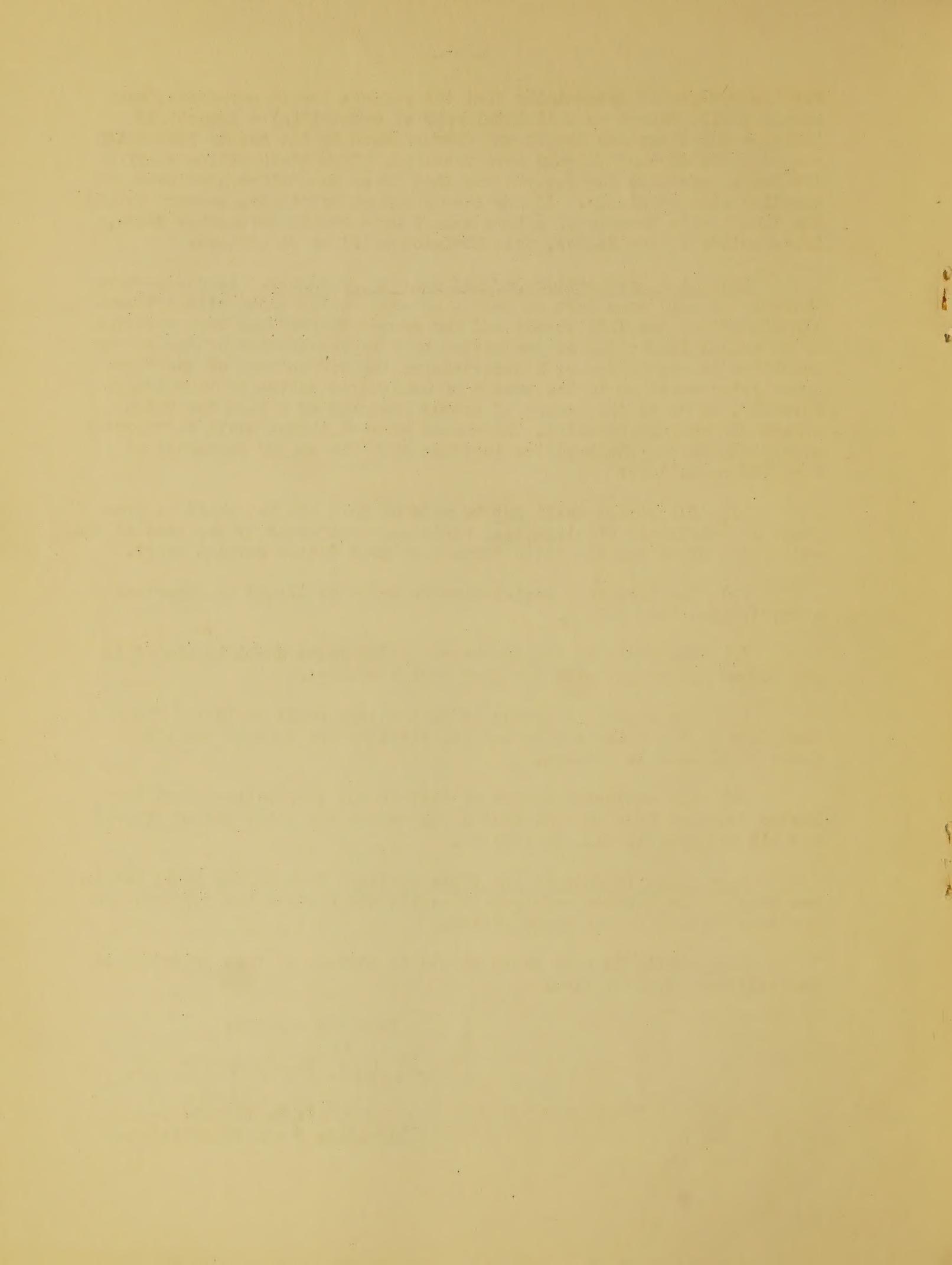
Forwarding reports to the State office. Each county shall retain one copy of the reports referred to herein and forward the original and one copy thereof to the State office.

Each county in your State should be advised of this procedure at the earliest possible time.

Very truly yours,

I. W. Duggan

I. W. Duggan,
Director, Southern Division.





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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

February 15, 1940.

To all Administrative Officers and State Committeemen,
Agricultural Adjustment Administration,
Southern Region:

Re: Correction in procedure for
making refunds and transfers

There are set forth below certain corrections in the county and State office procedure for handling refunds and transfers of amounts collected in connection with the marketing of cotton during the 1939-1940 marketing year (Cotton 308, Part II, Supplement 1 and Cotton 308, Part III, Supplement 1).

1. Cotton 308, Part II, Supplement 1.

- A. Section 241(a) requires the county committee and the auditor to examine and approve the records with respect to the farm before refunds are made to producers on the farm. Inasmuch as section 708(b) of the regulations (Cotton 307) requires the treasurer of the county committee to approve refunds, there should be added to the certificate of approval required by item 19 of section 241(e) a space for the signature of the treasurer of the county committee. The treasurer, in addition to a member of the county committee, will approve the refund voucher by affixing his signature to the certificate to be placed on two copies of Standard Form 1048.
- B. A typographical error appears in item 1 a of section 244(a). The lines of column (83) of form 317 referred to in this item are lines (a) and (b) respectively.

2. Cotton 308, Part III, Supplement 1.

- A. Item 7 of section 306(b) should be ignored in auditing refund vouchers in the State office. The county office procedure does not require that the address of the payee be shown on the voucher as "In care of" the treasurer of the county committee but requires the true address of the payee to be entered. Checks in payment of refund vouchers will nevertheless be forwarded by the disbursing officer to the treasurer of the county committee for delivery to the payee.

- B. Items 14 and 15 of section 306(d) require that if more than one person is entitled to receive a refund as shown by related form 325 attached to Standard Form 1047, the name of each payee and the amount to be refunded to him be shown on Standard Form 1064. Since the procedure was issued, it has been determined that in such case only the name of the first payee followed by the words "et al" and the total amount authorized to be refunded to the producers as indicated by Standard Form 1047 need be shown on the Standard Form 1064.
- C. A typographical error appears in item 15 of section 306(d). The symbol of the fund to be entered on Standard Form 1064 in the column headed "Symbol of Appropriation or Fund" should be 03.37-66.2-200 instead of 03.37-66.200.
- D. In preparing Standard Forms 1064, Revised, before listing the remittances enter in the column headed "Detail Description of Purpose for which Collections were Received" the following: "Special Deposit, 03.37-66.2-200, Suspense, Collections, AAA, Marketing Quotas." The entry should appear immediately beneath the heading of the column and a space should be skipped before making the entries required by items 9 through 11 of section 306(c).

Very truly yours,

I. W. Duggan

I. W. Duggan,
Director, Southern Division.

APR 15 1940

1939 Cotton Marketing Quota Letter No. 14

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

February 29, 1940.

To All Administrative Officers and State Committeemen,
Agricultural Adjustment Administration,
Southern Region:

Re: Summary of Cotton Ginned
as Reported in Parts II
and III of Form Cotton 362.



In the State office procedure for auditing county office records and reports, Cotton 308 - Part IV, it is provided in section 409(d)10 that, "The entry on the fifth line in column 9 [of Part II of Form 362] must agree with the entry in column 9 of Part II of Form 362." The procedure in this connection needs further clarification in view of the amounts of cotton reported by ginners which cannot be identified with the farms on which it was produced and the authority contained in 1939 Cotton Marketing Quota Letter No. 11 for using sales weights instead of gin weights in column (33) of form Cotton 317 for underplanted farms. The following procedure is prescribed for this purpose:

A. Unallocated cotton. Two rules are applicable in cases where cotton reported by the ginner cannot be allocated to a particular farm; namely, (1) if the cotton is reported by the ginner as produced in the county in which the gin is located, or no county is indicated, the cotton will be placed in a suspense account for unallocated cotton in that county, and (2) if the cotton is reported by the ginner as produced in some county other than the county in which the gin is located, the cotton will be placed in a suspense account for unallocated cotton in the county reported by the ginner. In both cases, the county office shall attempt to establish the identity of the cotton by communicating with the ginner, with adjoining county offices, and with producers who might be in a position to identify the cotton with a farm. If the cotton is identified with a farm, the amount shall be removed from the suspense account and credited to the proper farm account. If cotton was placed in a suspense account in the same county in which the reporting ginner is located and it is determined that the cotton was in fact produced on a farm in another county, an extract on form Cotton 316 or 326 shall be prepared and handled as in other cases. If cotton was placed in a suspense account in a county other than the one in which the gin is located and it is determined that the cotton was in fact produced on a farm in a different county, the record of extracts sent and received shall be corrected as follows: (a) the county in which the cotton was ginned and the county in which the cotton was erroneously reported as produced shall correct their records

by canceling the extract covering the cotton and (b) the county in which the cotton was ginned shall prepare a new extract on form Cotton 316 or 326 and forward it in the regular manner to the county in which the cotton was in fact produced.

The amounts of cotton which a county office credits to its suspense account for unallocated cotton as indicated above which are not identified with the farms on which produced shall be included by that county as cotton produced therein for the purpose of preparing the final county summary of cotton production on form Cotton 353 (see the second condition precedent in 1939 Cotton Marketing Quota Letter No. 12). The amount of such cotton will also be included in Part II of form Cotton 362. The amount of such cotton will not, however, be included in Part III of form Cotton 362. In order that Part III of form Cotton 362 will agree with Part II thereof, the unallocated cotton shall be recorded as follows:

1. Immediately beneath the fifth line of column 9 of Part III of form Cotton 362 enter the total amount of unallocated cotton and enter to the left thereof the words, "Not allocated to any farm;"

2. Immediately beneath the entry for the unallocated cotton, enter the sum of the unallocated cotton and the amount of the cotton shown on the fifth line of column 9 of Part III and enter to the left thereof the word, "Total".

The amount of unallocated cotton for any county should be reasonable. If the amount is excessive, the State office should investigate the circumstances and attempt to reduce the amount of unallocated cotton by assisting the county office in ascertaining the farms on which it was produced.

B. Production based on sales weights. In cases where the entry in column (33) of form Cotton 317 has been increased in accordance with 1939 Cotton Marketing Quota Letter No. 11 to reflect the sales weights instead of the gin weights of the cotton, a list on a separate sheet of paper to be attached to the form Cotton 361 prepared for the farm account shall be made as follows:

a. Identify the list by the State and county code and the farm serial number.

b. List for each producer in the order in which their names appear in column (1) of form Cotton 361, the amount of their shares in the total cotton produced on the farm determined on the basis of gin weights and enter the total thereof.

c. Beneath the total amount of cotton produced on the farm according to gin weights, enter the total of column (11) of form Cotton 361.

d. Beneath the entry for the total of column (11) of form Cotton 361, enter the amount by which the total of column (11) of form Cotton 316 exceeds the amount of cotton produced according to gin weights.

Example:

65-001-490

<u>Producer</u>	<u>Amount</u>
John Doe	655
Richard Roe	760
James Brown	<u>2315</u>
Total	3730
Total of col. (11)	<u>3790</u>
Excess	60

The sum of the amounts by which the cotton produced was increased on the basis of sales weights, as shown on the lists referred to above, shall be recorded on form Cotton 362 as follows:

(a) Immediately beneath column 9 of Part II of form Cotton 362 enter the sum of the increases as shown on the lists attached to forms Cotton 361 and enter to the left thereof the words "Increases based on sales weights:"

(b) Immediately beneath the entry for the increases based on sales weights enter the sum of the entry for increases based on sales weights and the entry in column 9 of Part II of form Cotton 362 and enter to the left thereof the word "Total".

(c) The amount opposite the word "Total" beneath column 9 of Part II of form Cotton 362 should agree with the amount opposite the word "Total" beneath column 9 of Part III thereof if there is unallocated cotton, or, if there is no unallocated cotton, with the entry on the fifth line of column 9 of Part III.

The instructions contained herein should be furnished immediately to counties in your State in order that forms Cotton 361 and 362 will be prepared in accordance with these instructions.

Very truly yours,

J. W. Duggan

I. W. Duggan,
Director, Southern Division.

and the following is a list of the names of the
men who have been taken off the boat and made
to go ashore and the names of the men who are still

on board.

Names

Names

John

John

John

John

John

John

John

John

John

(15) John

John

John

Unknown name (name unknown) John (name unknown) John
John (name unknown) John (name unknown) John (name unknown)

John (name unknown) John (name unknown) John (name unknown)

John (name unknown) John (name unknown) John (name unknown)

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John (name unknown)

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JUN 13 1940



UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

June 13, 1940.

To All Administrative Officers and State Committeemen,
Agricultural Adjustment Administration,
Southern Region:



Re: Summary of cotton ginned as reported
in Parts II and III of form Cotton 362.

The procedure for reporting "unallocated cotton" and "increases based on sales weights", was provided for in Parts A and B of this 1939 Cotton Marketing Quota Letter No. 14. There is one other item which must be considered if the amount opposite the word "Total" beneath column 9 of Part II of form Cotton 362 is to agree with the amount opposite the word "Total" beneath column 9 of Part III of such form or with the amount in the fifth line of column 9 of Part III if there is no unallocated cotton. This item is the estimated lint of seed cotton carried over by producers, which cotton has been posted to farm accounts on forms Cotton 351 and 317 and therefore will be included in the amounts entered in the fifth line of Part III of form 362.

The county office procedure for reporting seed cotton carried over by producers is provided for in the first paragraph of page 7 of 1939 Cotton Marketing Quota Letter No. 12. The amount of such cotton should be entered beneath column 9 of Part II of form 362 preceded by the words "Seed cotton carried over", and the amount should be included in the amount entered after the word "Total" below column 9 of Part II of form 362.

If forms 362 have been submitted by the county office to the State office, and the information to be entered according to the above instructions is available in the State office, the amount of seed cotton carried over may be entered on the form in the State office and the county office should then be notified of such action so that it may make the same entry on its copy of the form 362. However, if the amount entered after the word "Total" below column 9 of Part II, corrected to include seed cotton carried over, does not agree with the amount entered after the word "Total" below column 9 of Part III, the form 362 should be returned to the county office for correction in accordance with the instructions contained in this Supplement 1 to 1939 Cotton Marketing Quota Letter No. 14.

I. W. Duggan
I. W. Duggan,
Director, Southern Division.

